

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
POLICY AND PROCEDURE MANUAL

Section: Human Resources
Policy Number: 35
Subject: **Training Requirements**

Effective Date: 7/1/04
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Policy

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) that all regular full-time and part-time employees, volunteers, interns, externs, temporary employees and independent contractual providers will be required to complete specific training requirements.

Purpose

To establish policy and standards for SCCMHA employee trainings in compliance with state and federal regulations.

To ensure that all agency and contract employees receive and/or attend all SCCMHA required trainings in order to:

1. Increase staff proficiency and competence in the performance of assigned job responsibilities.
2. Assist staff in maintaining the best standards of practice and promote the acquisition of new skills.
3. Meet training and staff development needs as required by regulatory and accrediting bodies.
4. Meet training and staff development needs identified in individual employee performance and professional development plans.

Application

All regular full-time and part-time employees, volunteers, interns, externs, temporary employees and independent contractual providers of SCCMHA.

Compliance

Internal: SCCMHA policies and procedures

External: Accrediting bodies, state and federal regulations

